

**FIRE & RESCUE CHIEF
FIRE & RESCUE DEPARTMENT**

EXEMPT
SALARY LEVEL: Grade 29

JOB CODE: 147
DATE: 2/6/13

SUMMARY: Performs complex administrative and protective services work in managing, motivating and providing leadership of the Fire and Rescue Department consisting of 64 professional employees and approximately 30 active volunteers at 5 geographically dispersed locations; Manages department operations in an efficient manner and ensures that fire and rescue staff receives appropriate ongoing training; and does related work as required. Work is performed under the general supervision of the City Manager or his or her designee. Full supervision is exercised over all department personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions. Other duties may also be assigned.

- Possesses the ability to operate emergency response apparatus and equipment including but not limited to pumpers, ambulance, ladder trucks, SCBA, oxygen equipment, etc.
- Plans, directs and reviews activities of personnel performing fire prevention, fire investigations, fire suppression, emergency medical services and hazardous materials activities.
- Makes recommendations and establishes policies for the maintenance of a public safety program.
- Supervises and coordinates emergency communications.
- Makes assignments and supervises subordinate personnel in the care and maintenance of equipment, stations, and other supplies and equipment.
- Makes recommendations concerning amendments and improvements in fire prevention and building codes and other regulating ordinances affecting fire prevention, safety and fire and rescue programs.
- Receives and reviews reports on station activities and implements programs to address problems and deficiencies.
- Prepares reports for city officials and state and national organizations.
- Prepares annual budget requests and administers the adopted budget.
- Prepares long-range plans for the development of fire, emergency medical services, rescue and hazardous materials programs.
- Evaluates work of subordinates as per the CEMS.
- Prepares and administers minimum standards for department personnel.
- Prepares agenda items for council and handles follow-up as appropriate.
- Recommends, establishes and administers operating policies and procedures, goals and objectives.
- Receives citizen inquiries or complaints and resolves them promptly and professionally.
- Handles correspondences and prepares a wide variety of administrative reports on department activities as required by City Manager.

- Researches and recommends operational changes to the City Manager.
- Prepares weekly, monthly and quarterly activity reports.
- Conducts regular meetings with officers of the volunteer stations.
- Communicates and coordinates with volunteer members and volunteer officers

QUALIFICATION REQUIREMENTS:

Education and/or Experience: A Bachelor's Degree in Fire Science or related field is required with 10 years of progressively responsible experience in fire and rescue administration, emergency medical services, firefighting, emergency management and hazardous materials. A Master's Degree in Fire Science, Public Administration or other related fields is preferred. Graduation from the National Fire Academy's Executive Fire Officer Program and Emergency Manager and Incident Manager Certifications preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's licenses. Hazardous Materials Technician, Emergency Vehicle Operator Course, and Fire Officer Certificates as issued, available or recognized by the Commonwealth of Virginia.

Language Skills: Ability to read and comprehend laws and policies. Ability to write incident reports and other documents using proper grammar, punctuation and spelling. Ability to speak effectively using correct English. Some Spanish preferred.

Other Knowledge, Skills and Abilities: Comprehensive knowledge of emergency medical service, fire, rescue and hazardous materials administration, including organization, staffing, financing, equipment management and maintenance, records and reports. Comprehensive knowledge of modern fire and rescue techniques and equipment, and possess a thorough working knowledge of the NFPA Standards. Thorough knowledge of the laws and regulations relating to fire, rescue and hazardous materials. Ability to plan, layout and review the activities of a fire and rescue department and maintain discipline. Ability to exercise sound judgment during emergencies. Ability to analyze the effectiveness of a fire and rescue organization and to institute improvements. Ability to prepare and review reports. Ability to establish and maintain satisfactory working relationships with subordinates, other officials and the public.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee is to be a non-tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexibility, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

Vision Requirements: Minimum standards as required by the Division of Motor Vehicles and no proven symptoms of being color blind.

Environmental Conditions: Work is conducted indoors and outdoors, day and night, and includes exposure to all temperature ranges and environmental elements characteristic to the geographical

area. Additionally, work is performed during emergency condition and in hostile environments require the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office equipment.

Note: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right change job descriptions, job duties or working schedules based on their duty tot accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment. Moreover, management reserves the right to revise or change job duties as the need arises.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:



Dale Iman, City Manager
February 6, 2013